SUPPORT SERVICES RECORDS MANAGEMENT AND CONTROL 890413-01 APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number

86-5-A

Application Date: 3-2-89	Date Received Application	No. Date Completed
	APR 13 1985	MAY - 5 198
	86-00	5-A
Record Series Title: Safety Engineering (Inspection) Records - Amusement Rides Reports	Person to Contact: Jim Bish	nop/Bill Johnson
Item number to be amended: 7, 10 and 12	Telephone No. 656-3040	
Reads as follows: (see attachments)	•	
	•	1989
	•	ASS
Amended to read: (see attachments)	• ,	1989 APR 13
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		క్ర
Reason for change: Starting in 1989 file will be microfil This Record Series was established CY reports will be microfilmed.	med. 1986 and all accumulatio	on of
AUTHORITY: Division Director/Designee: Earl Everett/	Date	3-31-89
Records Management Officer (RM&C):	Date_ 4	.10.89
Chief, Records Management and Control:	husm Date 4	-10-89
Assistant Commissioner (Administration): ay E. Hollingbur	Date 4	-12-89
State Auditor/Designee:	Date J	4-89
Secretary of State/Designee: 4 dward Wildon	Date 5/	3/89
Governor Horizonee: W. H. Zego	Date_5/3	1/89
		DOL-143 (R-10/88)

1776	860730- <i>0</i> 8	Records Management and Control
INSTRUCTIONS: The Reco	ords Management Officer of the Records Management and Co	ntrol Unit will be of assistance in completing
this form. After Division Di	irector/Designee has signed the form, forward original to Reco	rds Management and Control, 130 Memorial
Drive, S. W., Atlanta, Georgi	ia 30303. Attention: Records Management Officer	1
FOR AGENCY USE	1. Georgia Department of Labor	FOR RECORDS MANAGEMENT USE
Application Date	Safety Engineering 501 Pulliam Street S.W.	Application Number 86-5-A
Application Number	Room 211	Date Received Date Completed
	Atlanta, Georgia 30334	JUL 3 0 1986 JAN 1 2 1987
2. Person to Contact	Working Title	Telephone Number
Earl Everett	Chief, Safety Engine	eer 656-2966
3. Action Requested		
	n Schedule; record will continue to accumulate.	
b. Dispose of present	accumulation; no further accumulation anticipated.	MAN TO THE TOTAL THE TOTAL TO THE TOTAL THE TOTAL TO THE TOTAL THE TOTAL TO THE TOTAL THE TOTAL TO THE TOTAL THE TOTAL TO THE TOTAL TO THE TOTAL TO THE TOTAL TOTAL TO THE TOTAL TOTAL TOTAL TO THE TOTAL TO THE TOTAL TO THE TOTAL TO THE TOTA
C. 1/1 Amend Application	11 No Oneck One: Agg Onenge,	XX Supercede; □ Void
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if a	urrerent)
1-1-86 to present		
6. Division and Office Functio	Mhat is the function of the Division and the Office	ce in which this record series is created?
Chief Safety Engli	neer - In charge of the Inspection Division	onle mission to inspect boilers
	is in Georgia, as well as elevators, esca	
	ndustrial safety laws.	
9	1	
7. Record Series Description	This file contains the following documents <i>(inclu</i> Attach samples of the file.	de form numbers and titles, if any):
Documents relating to: t		
Documents relating to: t	Attach samples of the file. he Safety Engineering Inspection of Amuser	
Documents relating to: tale at the control of the c	Attach samples of the file. he Safety Engineering Inspection of Amuser	
Documents relating to: t a. Included are: DOL-4210 Amus eme	Attach samples of the file. he Safety Engineering Inspection of Amuser nd/or insurance company inspectors. nt Ride Safety - Narrative	
Documents relating to: tall a lincluded are: DOL-4210 Amusement DOL-4211 Amusement	Attach samples of the file. he Safety Engineering Inspection of Amuser nd/or insurance company inspectors. nt Ride Safety - Narrative nt Ride Safety - Inspection/Check List	ment Rides by Department
Documents relating to: tall a lincluded are: DOL-4210 Amusement DOL-4211 Amusement	Attach samples of the file. he Safety Engineering Inspection of Amuser nd/or insurance company inspectors. nt Ride Safety - Narrative	ment Rides by Department
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Documents relating to: the authors are: Included are: DOL-4210 Amusement DOL-4211 Amusement DOL-4213 Chair-Go	Attach samples of the file. he Safety Engineering Inspection of Amuser nd/or insurance company inspectors. nt Ride Safety - Narrative nt Ride Safety - Inspection/Check List	ment Rides by Department
Documents relating to: tall and a lincluded are: DOL-4210 Amusement DOL-4211 Amusement DOL-4213 Chair-Go	Attach samples of the file. he Safety Engineering Inspection of Amuser nd/or insurance company inspectors. nt Ride Safety - Narrative nt Ride Safety - Inspection/Check List ondola Lifts and Ski Tows Inspection Repo	ment Rides by Department
Documents relating to: tall included are: DOL-4210 Amusement DOL-4211 Amusement DOL-4213 Chair-Go	Attach samples of the file. he Safety Engineering Inspection of Amuser nd/or insurance company inspectors. nt Ride Safety - Narrative nt Ride Safety - Inspection/Check List ondola Lifts and Ski Tows Inspection Repo lly by calendar year, thereunder arranged How often are records referred to which are:	ment Rides by Department rt Form. alphabetically by name.
Documents relating to: tall and a lincluded are: DOL-4210 Amusement DOL-4211 Amusement DOL-4213 Chair-Go	Attach samples of the file. he Safety Engineering Inspection of Amuser nd/or insurance company inspectors. nt Ride Safety - Narrative nt Ride Safety - Inspection/Check List ondola Lifts and Ski Tows Inspection Repo lly by calendar year, thereunder arranged How often are records referred to which are: 4 ; Seven to twelve months old 4 ; Thirtee	ment Rides by Department
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Included are: DOL-4210 Amus emer DOL-4211 Amus emer DOL-4213 Chair-Go File is arranged: annua 8. Monthly Reference Rate One to six months old	Attach samples of the file. he Safety Engineering Inspection of Amuser nd/or insurance company inspectors. nt Ride Safety - Narrative nt Ride Safety - Inspection/Check List ondola Lifts and Ski Tows Inspection Repo How often are records referred to which are: 4 ; Seven to twelve months old 4 ; Thirtee der 2 ? tion of Records	ment Rides by Department rt Form. alphabetically by name.
Included are: DOL-4210 Amusement DOL-4211 Amusement DOL-4211 Amusement DOL-4213 Chair-Got File is arranged: annua 8. Monthly Reference Rate One to six months old twenty-five months and old 9. Annual Rate of Accumulate	Attach samples of the file. he Safety Engineering Inspection of Amuser nd/or insurance company inspectors. nt Ride Safety - Narrative nt Ride Safety - Inspection/Check List ondola Lifts and Ski Tows Inspection Repo How often are records referred to which are: 4 ; Seven to twelve months old 4 ; Thirtee der 2 ? tion of Records	ment Rides by Department rt Form. alphabetically by name. en to twenty-four months old;

APPLICATION FOR RECORDS RETENTION SCHEDULE

Facilities and Support Services

X Does the series contain	in confidential information requ	iring security handling? It yes, cite law o	or regulation.			
x c. Is this a vital record?						
	historical or long term research tuments in the file make it neces		od could these documents			
	one or two documents in the file make it necessary to keep the entire file for a long period, could these documents eduled separately? Information contained in this series ever published? If yes, attach copy.					
X f. Is the information co	ntained in this series ever publis	hed? If yes, attach copy.	A STATE OF THE STA			
g. Is the information co if yes, attach copy.	ntained in this series ever analyz	ed and/or recorded in a summarized repor	LI .			
h. Is there a duplication	of this series in your office, or i	n another office or agency?	কিল্পানীৰ প্ৰকাৰ কিল্পান্ত কৰা কৰিছে ল'ল কৰা পৰি নিৰ্ভাগ কৰিছে আৰু কৰা কৰিছে কৰা কৰিছে হৈছে কৰা কৰিছে কৰা কৰিছ বিশ্বাসন্থানিক বিশ্বাসন্থানিক বিশ্বাসন্থানিক বিশ্বাসন্থানিক বিশ্বাসন্থানিক বিশ্বাসন্থানিক বিশ্বাসন্থানিক বিশ্ব			
If yes, where? Ins	surance Company will k	weep a copy. ofilmed? microfilm equipment is	being requested.			
y i. Is this series (or a ma)	s result in a computer printout?	computer program is being de	eveloped.			
11. Retention Requirements	The following requires the		alamata ka ka ka mana da ka ka mana ka ka ka ka ka ka k Tanan ka			
a. State Law	years.	d. Audit period	10 years.			
b. Statute of limitation	years.	e. Administrative need	10 years.			
c. Federal Law	years.	f. Federal retention instructions	years.			
Attach copy or excert of laws or	i i	tive need.				
To satisfy any poter	ntial audit requiremen	nts, litigation and/or claims neral's Office)	s.(Retention			
period recommend	ed by Attorney Ger	ieral's Office)				
		the table of the control of the control of				
12. Approved Disposition Instruction	•	that the file series be cut off at the end of				
	🔀 Calendar Year;	Fiscal Year; Other	then,			
▼ Hold in the current files are	ea month(s)	10 year(s); then				
Transfer to local holding ar	ea; hold year(: Center; hold ye	s); then				
	enter; hold ye	ear(s); then				
Destroy. Transfer to State Archives Archives to State Archives to State Archives to State Archives to State	for permanent retention.					
Other (Specify)	or permanent retention.					
Note:		•				
	t off at end of each (Calendar Year; hold in curre	nt files area			
ten (10) years; then	destroy after comple	tion and release of all State				
audit requirements,	litigation and/or cla	lms.				
Note:		•				
Files series to be h	eld in current files a	area if microfilm equipment	is obtained.			
		"				
,		•				
These instructions apply to all pr						
Division Director/Designee (Sig	nature) Date	Records Management Officer (Sign	Date Date			
Carl Von	7-19-81	Jan - 12	1/24/86			
Assistant Commissioner (Administration	 	Chief, Records Management & Control	Signature) Date			
May E. Ollingsworth	7-18-01	William & tak	usn 7/24/86			
- July C. County County	1/-10-16	State Records Committee (Signa				
Recommendations in paragraph	State Auditor/Designee	Matra	1-7-87			
12 Me approved. (If disapproved, attach letter of explanation.)	The state of the s	y restaus				
	Secretary of State/Designee	Edward Wildon	115/87			
	Attorney General/Designee	1. 11 11%	1 1/2 V/			
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APPLICATION FUR RECORDS RETENTION SCHEDULE

860116-03

Administrative Services
Facilities and Support Services
Records Management and Control

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Georgia Department of Labor Application Date Application Number Safety Engineering 501 Pulliam Street S.W. Date Received Date Completed Room 211 Application Number JAN 1 6 1986 Atlanta, Georgia 30334 MAR 3 1 1986 Working Title Telephone Number 2. Person to Contact Earl Everett Chief, Safety Engineer 656-2966 3. Action Requested Establish Retention Schedule; record will continue to accumulate. b. □ Dispose of present accumulation; no further accumulation anticipated. ☐ Void Amend Application No. _ 5. Record's Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest 1-1-86 Ito present | Safety Engineering Inspection Records - Amusement Rides What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function Chief, Safety Engineer - In charge of the Inspection Division's mission to inspect boilers and pressure vessels in Georgia, as well as elevators, escalators, and other machinery which fall under industrial safety laws. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: the Safety Engineering Inspection of Amusement Rides. Included are: DOL-4209 Amusement Rides - Operator's Application for Permit Amusement Ride Safety - Narrative Amusement Ride Safety - Inspection/Check List DOL-4210 DOL-4211 DOL-4212 Application to Install and Register: Chair, Gondola Lifts, Ski Tows and DOL-4213 Chair-Gondola Lists and Ski Tows Inspection Report Form. File is arranged: annually by calendar year, thereunder arranged alphabetically by name. How often are records referred to which are: 8. Monthly Reference Rate ; Seven to twelve months old 4 ____; Thirteen to twenty-four months old 2 One to six months old twenty-five months and older 9. Annual Rate of Accumulation of Records ; Shelves ; Other (specify) Letter-size drawers ______; Legal-size drawers ______

b. Does the series contai	n confidential inform	nation requi	ring security ha	ndling? If yes, cite lav	v or regulation.	•
X c. Is this a vital record?			and the second s		フィ ステー マンス・・・・・・・ V (基案)	valata ila kwa waka kwa kwa kwa La kwa kwa kwa kwa kwa kwa kwa kwa kwa kw
X d. Does this series have h			Company of the compan	1982 - 19		
e. When one or two doc X be scheduled separate		ake it necess	ary to keep the	entire file for a long pe	riod, could thes	e documents
X f. Is the information co						
g. Is the information con X If yes, attach copy.	ntained in this series	ever analyze	ed and/or record	ded in a summarized rep	ort?	
h. Is there a duplication	of this series in your	office, or in	n another office	or agency?	and the second s	
X If yes, where? ins	surance compan	<u>y will k</u>	еер а сору		**************************************	
X i. Is this series (or a maj	THE PROPERTY OF THE PARTY OF TH			program is bein	a dayalan	
11. Retention Requirements	The following				<u>q deverope</u>	<u> </u>
a. State Law	years.		d. Audit	period	3	years.
b. Statute of limitation	years.		e. Admir	nistrative need		years.
c. Federal Law	years.		f. Federa	al retention instructions		years.
Attach copy or excert of laws or		administrat	ive need.	•		
		-				
To satisfy any pote	ential audit r	equireme	nts, litiga	ation and/or cla	ims.	
				•		
and the second s	**************************************			The second secon	· · · · · · · · · · · · · · · · · · ·	
12. Approved Disposition Instruction	s This agency red	commends t	hat the file serie	es be cut off at the end	of each:	
	🔀 Calendar	Year; [Fiscal Year;	Other		then.
★ Hold in the current files are	ea r	month(s)	3\	year(s); then		
Transfer to local holding ar	ea; hold	year(s); then			
Transfer to State Records C	Center; hold	ye	ar(s); then			
Destroy. Transfer to State Archives 1	for permanent retent	ion.				
Other (Specify)						
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Note:	aut off at an		h C-1	Vanna kali tu		
File series to be three (3) years;	then destroy	d of eac after co	n talendar moletion ar	Year; hold in c nd release of al	urrent file	es area d Fodorol
audit requirements,	litigation a	nd/or cl	aims.	id lelease of al	i State air	u rederar
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These instructions apply to all pr	ior and future accum	nulations of	the series.			• "
Division Director/Designee (Sig	nature)	Date	Records	Management Officer (Si	gnature)	Date
al ?	_ /-	9-86		-2.85'L		1-10-86
Assistant Commissioner Administration	range co rrespondent et la formation	Date	Chief, Records	Management & Contro	(Signature)	Date
Do + Ibili a	an the	14-81	111.00	on ALL	110	1-10-86
- tay E. Houngs	July 1/-1	7-01	State F	Records Committee (Sig	nature)	Date
Recommendations in paragraph	State Auditor/[Docionas	1/2	1		
12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/L	re- idués	1/ homm	Midnell	প্ৰশাসন্ত কৰে। কৰিছে বা ক্ৰিয়াৰ বিশ্ব কৰিছে বা কৰিছে বা কৰিছে বিশ্ব কৰিছে বিশ্ব কৰিছে বিশ্ব কৰিছে বিশ্ব কৰিছে	3-13-86
מננסטוו ופניטו טו פאףומומנוטוו.)	Secretary of State	e/Designee	Godward	Ullean		3-12-86
,	Attorney General	1/Designon				1/2 //1
	Attorney General		Mens	office of the	7	0/3//8/
		{Rever	se Side /			